

SINGLE WINDOW COMPLIANCES (2010)

By When?	Which Compliance?	Under Which Act?	Which Form?	To Whom?
15th Jan	Quarterly return for quarter ended on 31st December last year	The Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1 :Rule 6	Local Employment Exchange
15th Jan	Annual Return	The Factories Act, 1948	Refer to State Rules	Chief Inspector/Director Or other competent Authority of the area
21st Jan	Annual Returns 7 details of payment ending 31st December	The Maternity Benefit Act, 1961	Forms L,M,N,O : Rule 16(1)	Component Authority under the Act
30st Jan	Half yearly Return by contractor (in duplicate)	The Contract Labour (R&A) Act, 1970 & Rules	Form XXIV : Rule 82 (1)	Concerned Licencing Officer
31st Jan	Annual information about Factory/establishment covered under the Act	The Employees' State Insurance Act, 1948	Form 01A : Reg. 10C	Regional Officer Or Sub R.O. Or Divisional Office
1st Feb	Annual Return	The Minimum Wages Act 1948	Form III : Rule 21 (4A)	Concerned Area Inspector of Factories
1st Feb	Annual Return (Before 1st Feb.)	The Payment of Wages Act 1936 & Related Mines Rules	Form V : Rule 18 (Related Mines Rules) Form VII, VII: Rule 16 (Related Air Transport)	Concerned Labour Commissioner Concerned Regional Commissioner
15th Feb	Annual Return by Principal Employer	The Contract Labour (R&A) Act, 1970 & Rules	Form XXV : Rule 82(2)	Concerned Registering Office
15th Apr	Half yearly Return as on March End	The Apprentices Act, 1961	Form APP 2	Concerned Regional Director/Apprenticeship Advisor
15th Apr	Quarterly Return for the quarter ended on 31st March	The Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1 :Rule 6	Local Employment Exchange
30th Apr	Annual Return	The Employees' Provident Fund & Misc. Provisions	Forms 3A, 6A	Concerned Regional Office

		Act, 1952		
12th May	Quadruplicate a/w Challans & Monthly Return a/w cheque	The Employees' State Insurance Act, 1948	Form 5 : Sec.44, Reg.26	Concerned Local Office or Any Scheduled Bank
15th Jul	Quarterly Return for the quarter ended on 30th March	The Employment Exchanges (CNV) Act, 1959 & Rules	ER-1 :Rule 6	Concerned Employment Officer
15th Jul	Half yearly Return	The Factories Act, 1948	Refer to State Rules	Concerned Director/ Inspector
30th Jul	Half yearly Return by Contractor	The Contract Labour (R&A) Act, 1970 & Rules	Form XXIV	Concerned Inspector
15th Oct	Half yearly Return September ending	The Apprentices Act, 1961	Form APP 2	Dy. Apprenticeship Advisor
15th Oct	Quarterly Return for the quarter ended on 30th September	The Employment Exchanges (CNV) Act, 1959 & Rules	ER-1 :Rule 6	Concerned Employment Officer
31st Oct	Application for Licence renewal	The Contract Labour (R&A) Act, 1970 & Rules	Form VII : Rule 29(2) Refer to State Rules	Concerned Inspector
11th Nov	Summary of contribution in quadruplicate a/w Challans	The Employees' State Insurance Act, 1948	Form 5 : Sec.44; Reg.26	Concerned Local Office
30th Dec	Annual Return-within 30 days after the expiry of 8 months from the close of the accounting year	The Payment of Bonus Act, 1965 & Rules	Form 'D' : Rule 5	Concerned Inspector under the Act

On Occurrence	Accident Report : immediately if fatal/death & within 48 hrs in ordinary accident cases	The Employees' State Insurance Act 1948	Form 12 : Reg.68	Concerned local office/ dispensary
	Notice of accident/dangerous occurrence: Forthwith of occurrence	The Factories Act 1948	Refer to State Rules	Inspector /Director of Factories
	Report of Accident : 12 hours of occurrence	The Factories Act 1948	Refer to State Rules	Inspector /Director of Factories

Registers to maintain

Report of serious bodily injuries/ fatal accidents : 7 days of	The Workmen's Compensation Act 1923	Form EE	Concerned Commissioner of Workmen's compensation
As per column 1: Within 15 days of commencement or completion of each contract	The Contract Labour (R&A) Act, 1970	Form VI B	Concerned authority under the Act

FACTORIES ACT, 1948	Accident Register with Forms
	Inspection Book
	Muster Roll & Wages Register
	Muster Roll for Exempted Workers
	Register for Adult Workers
	Register for Compensatory Holidays & Overtime
EMPLOYEES PROVIDENT	Register of Leave with Wages
	Eligibility Register
EMPLOYEES' STATE	Inspection Book
	Accident Register
	Employees Register of Contributions
PAYMENT OF WAGES ACT, 1936	Inspection Book
PAYMENT OF WAGES ACT, 1936	Register of Wages, Fines, Deductions & Advances
MINIMUM WAGES ACT, 1948	Wage Slips
PAYMENT OF BONUS ACT, 1965	A, B, C Registers
EQUAL REMUNERATION ACT, 1976	Register in Form D
CONTRACT LABOUR (R&A) ACT, 1970	Register in Form XIII

Labour-related laws cast obligations upon the employers for meticulous' impeccable and timely compliances. A minor violation and in advertent delay in complying with the statutory requirements, not only result in levy of damages but also prosecutions, that too, of the top executives.

The details of registers and records to be maintained by an employer also given to facilitate day-to-day functioning. Also the necessary informations and reports of the occurrences given for timely compliances.

It is better known to the employers that the authorities under the Laws are vested with unrestricted power and a stick is good enough for beating the employers and many a times the plight of an employer is like that of a pigeon thrown to the cats.

Keeping the above in views, the team of experts in different subjects has made a painstaking effort to set the alarm- clock so as to awaken the employers in time. The Check-list is a tell-take of its utility. It can be better utilized if it is framed and hung (It also bears adhesive strip for fixation) at a conspicuous place to be noticed every day before starting the work.

IMPORTANT

DATES TO REMEMBER

COMPLIANCES UNDER	CUT-OFF DATES
a) The Apprentices Act, 1961	15 th of April and Oct & 21 st of every month
b) The Contract Labour (R&A) Act, 1970 & Rules	15 th of Feb, 30 th of Jan, July, & 31 st of Oct
c) The Employees' State Insurance Act, 1948	21 st of every month, and 31 st of Jan
d) The Employment Exchanges (CNV) Act, 1959 & Rules	15 th of Jan, April, July & Oct
e) The Employees' Provident Fund & Misc. Provisions Act, 1952	15 th & 25 th of every month, 30 th of April
f) The Factories Act 1948	15 th of Jan & July
g) The Maternity Benefit Act, 1961	21 st of Jan
h) The Minimum Wages Act 1948	1 st of Feb
i) The Payment of Bonus Act, 1965 & Rules	30 th of Dec
j) The Payment of Wages Act 1936 & Related Mines Rules	1 st of Feb